



## AIM Reference Guide

### Setup and Enrollments for Students Attending Two Schools

*(District Edition/MT Edition Value Added Users Only)*



To assist District Edition/MT Edition Value Added users with the enrollment of students between schools (e.g., middle school students taking high school courses), the OPI has developed the following guidance.

This guidance will allow districts to enroll the students in the higher level school for the purposes of using the grade book and attendance, while preventing duplicate counts in MAEFAIRS, early indication of cohort for students not yet in 9<sup>th</sup> grade, and inclusion of additional students in class ranks.

### Section A: One-Time Set-up.

1. Create a new grade level at the higher level school (*where student will be enrolled as a partial service type "S"*) that will be:
  - Named so it stands out, e.g. "9M" or "9MS" or "9AP" (This helps prevent confusion and prevents inclusion in the regular class ranks);
  - Sequenced at the highest level (assures that at rollover, students will be properly placed into the next highest grade);
  - Coded with a *state grade level code* less than grade 09, e.g., "08: Grade 8" (~~This~~ prevents the cohort indication and inclusion in the 9<sup>th</sup> grade class ranks); AND
  - Marked "Exclude from state reporting" (prevents syncing at the state level and being counted in MAEFAIRS for all students enrolled in this grade).
2. Create a new course in the school of the student's primary enrollment as a "schedule filler", to assure that the student is counted as a full-time when calculating aggregate hours.
3. Add a section for each period/term so that any student can be scheduled into, or out of, this "filler" course as they would any other course in their primary school. The course may be a full year course or match the configuration of existing courses in the school.

Year 15-16 School Laurel High School

Index Search Help

15-16 Laurel High School

Calendar Grade Levels Schedule Structure Terms Periods

New Save Delete

Name	Seq
09	10
10	11
11	12
12	13
UH	16
SM	17

Grade Level Detail

Name (locked) SM

Sequence Number 17

State Grade Level Code 08: Grade 8

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications 0

Kindergarten Code

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting ☒

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting

**Step 1:** Create new grade level at the higher level school.

Select appropriate *Year* and *School*

Go to: **Index>System Administrator>Calendar>Calendar**

Select the **Grade Levels** tab

Select **New**

Enter *Name*, *Sequence Number*, *State Grade Level Code* and check the *Exclude from state reporting* box-

Click **Save**

**Step 2:** Create "filler" course in the school that contains the primary enrollment.

Select appropriate *Year* and *School*

Go to: **Index>Scheduling>Add Course**

Enter *Number*, *Name* check *Active* and *Allow teacher requests/recommendations*

Click **Save**

Year 15-16 School Laurel Middle School

Index Search Help

Add Course

Save Delete

Course Information

Number 9999 Name FILLER

Subject Type

State Code Department

Schedule Load Priority Max Students Terms Schedules Periods Sections to Build

GPA Weight Bonus Points Transcript Required

Type

Activity

Homeroom Allow student requests

Allow teacher requests/recommendations ☒

Distance Class

Comments

Standards-based

Active ☒

Vocational Code

Repeatable Attendance Unit Attendance High School Credit

Dual Enrollment Credit

Year **15-16** School **Laurel Middle School**

Index Search Help <

Course/Section

9999 Go

Advanced Search

Search Results: 1 Courses

- 9999 High School Course

**9999 High School Course**

Course Rules Fees Build Constraints Assessments

Course Sections Grading Tasks Standards Composite

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Sc
<a href="#">Edit</a> 1	Any Teacher		Q1-Q4	Bell Schedule	Period 1	(0/)	
<a href="#">Edit</a> 2	Any Teacher		Q1-Q4	Bell Schedule	Period 2	(0/)	
<a href="#">Edit</a> 3	Any Teacher		Q1-Q4	Bell Schedule	Period 3	(0/)	
<a href="#">Edit</a> 4	Any Teacher		Q1-Q4	Bell Schedule	Period 4	(0/)	
<a href="#">Edit</a> 5	Any Teacher		Q1-Q4	Bell Schedule	Period 5	(0/)	
<a href="#">Add a Section</a>							

**Step 3:** Add a section for each period of the day for the “filler” course. This “filler” course must be available in every period/term so that it may be selected for any student’s schedule.

*(For further help with Sections, please refer to Campus Community within Infinite Campus or contact the OPI AIM Help Desk)*

## Section B: Enrolling students in both schools.

Once you have completed **Section A** (above), you are ready to enroll the student into both schools.

The first screenshot below shows what the two enrollments will look like. Subsequent screenshots show details for each Enrollment.

NOTE: Add the filler course to the student’s schedule in the school of primary enrollment to correspond with the courses taken at the higher level school.

Year **15-16** School **Laurel Middle School**

Index Search Help <

Student

mater Go

Advanced Search

Search Results: 1

**08 Mater, Tow [04/07/2000]**

**Mater, Tow**

Grade: 08 DOB: 04/07/2000 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

[Print Enrollment History](#) [New](#) [New Enrollment History](#)

Edit	Grade	Type	Calendar	Start Date	End Date
<a href="#">Edit</a>	9M	S	15-16 Laurel High School	11/01/2015	
Start Status: 04 Transfer from public school in district or state					
End Status:					
<a href="#">Edit</a>	08	P	15-16 Laurel Middle School	08/26/2015	
Start Status: 06 Transfer from an out of state school					
End Status:					

**Mater, Tow**  
Grade: 08 DOB: 04/07/2000 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	9M	S	15-16 Laurel High School	11/01/2015	
	08	P	15-16 Laurel Middle School	08/26/2015	

**General Enrollment Information**

Calendar: 15-16 Laurel High School

Schedule (read only): Main

\*Grade: 9M

Class Rank Exclude: ☐

\*Start Date: 11/01/2015

No Show: ☐

End Date:

End Action:

\*Service Type: S: Partial

\*Start Status: 04: Transfer from public school in district or state

Dropout Reason:

Start Comments:

End Comments:

Future Enrollment

**Mater, Tow**  
Grade: 08 DOB: 04/07/2000 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	9M	S	15-16 Laurel High School	11/01/2015	
	08	P	15-16 Laurel Middle School	08/26/2015	

**General Enrollment Information**

Calendar: 15-16 Laurel Middle School

Schedule (read only): Main

\*Grade: 08

Class Rank Exclude: ☐

\*Start Date: 08/26/2015

No Show: ☐

End Date:

End Action:

\*Service Type: P: Primary

\*Start Status: 06: Transfer from an out of state school

Dropout Reason:

Start Comments:

End Comments:

Future Enrollment

For more information, contact the AIM Help Desk at 1-877-464-6681  
or [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov).